

**OXBRIDGE PRIMARY SCHOOL**  
**COMMITTEE STRUCTURE AS AT 14 OCTOBER 2024**

**Chair: Mr H Smith**  
**Vice Chair Mrs H Burns**

**STATUTORY COMMITTEES**

Initial Committee

Mrs C Williams  
Mrs H Burns

Nomination Committee

*Vacancies*

Hearing Committee

*Vacancies*

Appeals Committee

*Vacancies*

**Pay and Performance Review**

Mrs S Bunn  
Mr H Smith  
Mrs H Burns  
Mrs C Williams  
(Quorum of 3)

**LINK GOVERNORS**

SEN Governor

Mrs C Williams

Safeguarding/LAC Governor

Mrs C Williams & Mrs S Bunn

Pupil Premium Governor

Mrs S Bunn

Health and Safety Governor

Mr H Smith

English Governor

Mrs H Burns

Maths Governor

Eco Governor

EYRS Governor

Mrs S Bunn

**GOVERNING BODY OF OXBRIDGE PRIMARY SCHOOL**  
**DELEGATION OF FUNCTIONS TO COMMITTEES AS AT 16 OCTOBER 2023**

**1. LEADERSHIP AND EFFECTIVENESS COMMITTEE (FGB)**

- to consider and approve the School Improvement Plan;
- to monitor and evaluate implementation of the Plan throughout the year;
- to monitor and evaluate the SEF;
- to monitor and evaluate pupil performance figures throughout the year;
- to consider, review and approve curriculum and other related policies;
- to monitor and evaluate the implementation of the policies;
- to consider, review and approve curriculum related policies;
- to develop and promote links with parents and the local community;
- to consider requests for educational visits in line with agreed policy and procedures;
- to evaluate the effectiveness of the CPD Policy and the quality of teaching and learning throughout the school;
- produce and publish Governing Body Annual Performance targets.
- to consider how well different groups of pupils are performing across the school.

**2. RESOURCES COMMITTEE (FGB)**

**2.1 Financial Matters**

- to consider the school improvement plan and ensure that its priorities are reflected in the annual budget;
- to consider and approve the budget allocation from the LA;
- individual virements to a maximum of £ 10,000 to be vired from one budget heading during the course of the financial year to be delegated to the Head Teacher;
- to monitor spending against the agreed budget by examining financial statements during the year, at least termly;
- to ensure that the school operates within the financial regulations of the LA and the requirements of the DfE and SFVS;
- to consider the outturn position for the school;
- to consider medium term forward planning;
- day to day management of the budget to be delegated to the Head Teacher;
- to advise the Governing Body on the school's charging and remissions policy;
- to determine the charges for lettings;
- to determine a financial procedures policy and to monitor its implementation;
- to agree and review a policy on the purchase and sale of equipment;
- to review the audited accounts of any private school's funds;
- to manage and enter into on behalf of the Governing Body any contracts for work in line with the Local Authority's related standing orders;
- to consider reporting mechanisms to parents in relation to financial matters;
- to consider, review and approve finance related policies

**2.2 Staffing Matters**

- determine the staffing structures and identify the number and deployment of posts;
- to ensure that procedures are in place with regard to employment policies and to ensure they fit into the overall school development plan and whole school pay policy;
  - to ensure that proper recognition of equal opportunities policies is maintained thus preventing discrimination.
  - to consider, review and approve staffing related policies

### **2.3 Appointment of Staff**

- Head and Deputy Head Teacher - Governor Selection Panel;
- other teaching and non-teaching posts - Headteacher

### **2.4 Premises Related Matters (inc Health & Safety)**

- to liaise with LEA Officers in order to maintain/improve the building within the budget set by the Governing Body and in accordance with procedures and practices;
- to liaise with the site supervisor in order to maintain/improve the standard of hygiene and cleanliness within the budget allocation;
- to liaise with the grounds maintenance contractor in order to maintain/improve the grounds within the budget allocation;
- to consider and advise the Governing Body on regulations relating to Health and Safety;
- to consider, cost, prioritise and make recommendations on the long term care and improvement of the buildings, grounds, furniture and fittings;
- to monitor and evaluate issues relating to premises within the school development plan;
- to consider applications for lettings and use of the school facilities.
- to consider, review and approve premises related (inc Health & Safety) policies

### **3. PUPIL ACHIEVEMENT AND WELFARE COMMITTEE (FGB)**

- to be responsible for implementing and reviewing the school's disciplinary procedures within the appropriate legislation;
- to hold hearings to consider pupils excluded from school with a view to readmission or permanent exclusion.
- to consider whole-school issues relating to child protection, behaviour and achievement
- to review and approve policies relating to the above;

### **4. STAFFING ISSUES**

#### **4.1.1 Staff Initial**

- to discuss the need for reduction in staffing and, if necessary, set criteria for nominations;

- to liaise with and consult the unions and professional associations prior to the meetings of the Staff Nomination Committee.

#### **4.1.2 Staff Nomination**

- to consider the criteria necessary to identify over-staffing;
- to nominate staff for possible redundancy in consultation with the LA;
- to receive and consider parental complaints in line with the Governing Body's policy.

#### **4.1.3 Staff Hearing**

- to consider nominations for redundancy made by the Nominating Committee;
- to hear staff representations under grievance, disciplinary and capability procedures or other appropriate matters with regard to employment at the School.

#### **4.1.4 Staff Appeals**

- to hear any appeals from teaching and support staff as a result of decisions taken by Governors relating to employment, pay. Grading, conditions, grievance, discipline and capability procedures, or other appropriate matters with regard to employment at the School.

### **5. PAY AND PERFORMANCE REVIEW**

- to consider/receive the recommendations of the Headteacher or delegated representative in relation to the pay of the school workforce, including the annual review of all staff;
- to carry out the annual review, in conjunction with an external adviser of the Headteacher's performance objectives;
- to monitor and review progress on the above.

### **6. PROCEDURE FOR THE APPOINTMENT OF CHAIR AND VICE CHAIR OF THE GOVERNING BODY**

#### **Term of Office**

Chair – Four years

Vice Chair – Four years

#### **Election Procedures**

Self nominations at the meeting

#### **Election Process**

Open vote.